Department of Health and Human

The Assistant Secretary for Financial Resources (ASFR)

Office of Grants and Acquisition Policy and Accountability (OGAPA)

Division of Acquisition (DA)

Acquisition Learning Cafés

Presents

OGAPA's FY2012 Acquisition Course Catalog

Overview and General Information

The U.S. Department of Health and Human Services, Assistant Secretary for Financial Resources (ASFR), Office of Grants and Acquisition Policy and Accountability (OGAPA), Division of Acquisition (DA) will be sponsoring a series of **FREE** acquisition-related courses during FY 2012. You can view all HHS course offerings, course descriptions, dates, times, and locations in OGAPA's FY2012 Acquisition Course Catalog. These courses will be offered on a first-come first-serve basis.

Course Locations

Health & Human Services (HHS)
Cohen Building - 330 Independence Avenue SW
Humphrey Building – 200 Independence Ave SW
Washington DC 20201

Health & Human Services University (HHSU)
6010 Executive Boulevard
Rockville MD 20852

Centers for Medicare and Medicaid Services (CMS)
2520 Lord Baltimore Drive
Baltimore MD 21244

Centers for Medicare and Medicaid Services (CMS)
Employee Development Center (EDC)
7111 Security Boulevard
Baltimore MD 21244

General Services Administration (GSA) Headquarters
1275 1st Street, NE
Washington DC 20002

Internal Revenue Service
Treasury Acquisition Institute (TAI)
6009 Oxon Hill Road
Oxon Hill MD 20745

How to Register

HHS Locations and Treasury Acquisition Institute (TAI) Courses: To register for courses at HHS locations and TAI, requestors must access OGAPA's FY2012 Acquisition Course Catalog and select the Course Registration Form, which can be found on the HHS internet site at http://dhhs.gov/asfr/ogapa/acquisition/workplacecert.htm. To register for a course you will need to obtain your supervisors' signature, complete the course registration form, scan the file into a pdf format, and send it via email to Katherine.Hughes@hhs.gov **and** AcquisitonLearningCafes@hhs.gov. NOTE: A registration form must be completed for each desired course.
CMS Courses: To register for CMS-offered courses, **you must** submit your request to Carole Newton at carole.newton@cms.hhs.gov and Pamela Cascio at pamela.cascio@cms.hhs.gov.

Registration Confirmation

You will receive a confirmation email within five business days of receipt of your registration request. If you do not receive an email confirmation within five business days, please contact Kathy Hughes at (202)690-7079 or at Katherine.Hughes@hhs.gov.

Waiting List

If the class is full, you will be placed on a waiting list. If and when space becomes available, you will be notified two weeks before the start of the course. Individuals are responsible for making their own travel arrangements. However, travel arrangements should **not** be made until you receive your email confirming registration.

Because of the limited quantity of courses, we expect each course to fill quickly. If we notify you that the course you requested has reached its attendance capacity, please let us know if you are interested in being placed on the waiting list. If space becomes available, we will contact you.

Reasonable Accommodations

It is the responsibility of the **employee's supervisor** to arrange reasonable accommodations (i.e., interpreter for hearing impaired) for the registrant. All requests for reasonable accommodation should also be included on the HHS registration form. Once accommodations have been made, please contact Kathy Hughes at Katherine.Hughes@hhs.gov or at (202)690-7079 so the instructors can be notified.

Attendance Policy

You are required to attend all scheduled days of your course. If you have to be absent from any portion of the course, you are required to notify your supervisor, instructor, and Kathy Hughes. Significant absences from the classroom will be reported to your supervisor and will likely result in your not receiving a certificate of completion. Cumulative absences of instructional time may be grounds for failing the class.

Withdrawal, Substitution and Cancellation Policies

If you are unable to attend a class for which you are confirmed, please send an email to Katherine.Hughes@hhs.gov, routed through your supervisor, no less than **two weeks** before the class start date (30 days for classes with pre-course work such as CON 120 and CON 353). Your office may substitute a participant by having the substitute participant complete and submit a signed registration form. The substitute will be enrolled in the class only if there is **not** a waiting list. Substitutions are allowed up to the class start date. Supervisors are required to approve any substitution requests. If HHS cancels a course for any reason, we will make every effort to notify all confirmed students well in advance.

Dress Policy

The dress policy is casual business attire. Shorts, caps, tank tops, athletic sweat suits and flip flops are inappropriate. For your comfort, we highly recommend you bring a jacket or sweater.

Weather Related Issues

For the latest federal government operating status, please check the Washington, DC Area Operating Status at the OPM website. You can also call 202-606-1900 to obtain the Operating Status. Hearing impaired users may utilize the Federal Relay Service by dialing 1-800-877-8339. When weather-related absences affect significant segments of the course, the instructor will determine if any portion of the course or the entire course will need to be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course. Each course offered through HHS is only offered once. If weather conditions prevent you from attending when the Federal government is still operating and the class is still being conducted, you will be responsible for finding alternate training options.

Hotel Accommodations, Transportation and Parking

Each training facility is metro and/or metro bus accessible with the exception of the Centers for Medicare and Medicaid Services (CMS). Detailed information will be included in you confirmation email. For immediate detailed information, please utilize Google Maps and http://www.wmata.com/.

Hotel Accommodations

You are responsible for making your accommodation arrangements. Most students that have to fly into the DC Metro area fly into either Reagan National Airport (DCA) or Baltimore-Washington International Airport (BWI). Please utilize internet search engines to locate hotels near the designated training facility.

Transportation

Metro Rail Service:
> HHS (Humphrey and Cohen Buildings) – Federal Center S.W Metro Station (Blue/Orange Line)
> HHSU – White Flint Metro Station (Red Line) and/or Metro Bus
> GSA Headquarters – New York Avenue/Florida Ave Metro Station (Red Line)
> TAI – Suitland Metro Station (Green Line) and Metro Bus
> CMS – Non-Metro Accessible

Parking

Detailed parking information will be included in your confirmation email. Parking fees are as follows: Rockville $8.00 per day; CMS and TAI parking is free; and parking fees in downtown Washington DC vary.

Smoking Policy

Smoking is prohibited in all Federal buildings.

FY2012 Acquisition Learning Cafés

Acquisition Course Offerings

Federal Acquisition Certification Program for Contracting (FAC-C)

CON 100: Shaping Smart Business Arrangements (32 hours)
CON 110: Mission Support Planning (40 hours)
CON 111: Mission Strategy Execution (40 hours)
CON 112: Mission Performance Assessment (40 hours)
CON 120: Mission Focused Contracting (80 hours)
CON 214: Business Decisions for Contracting (32 hours)
CON 215: Intermediate Contracting for Mission Support (80 hours)
CON 216: Legal Consideration in Contracting (32 hours)
CON 217: Cost Analysis & Negotiation Techniques (40 hours)
CON 218: Advanced Contracting for Mission Support (80 hours)
The Federal Acquisition Regulation (FAR) Bootcamp Training

Federal Acquisition Certification Program for Contracting Officer's Representatives (FAC-COR)

COR Level I Refresher Training (8 hours)
[New] COR Level II Recertification Training (40 hours)
[New] Senior Level COR Training for Information Technology Professionals (80 hours)

Federal Acquisition Certification Program for Project and Program Manager's (FAC-P/PM) Level III Training

HHS' FAC-P/PM certification programs offer training for three different business disciplines: Information Technology, Construction, and Advanced Research and Development. HHS offers a FAI approved 96-hour fast-track training approach for training Level III Program Managers.

PPM-301: Advanced Project / Program Management (32 hours)
PPM-302: Advanced Acquisition Management (24 hours)
PPM-303: Advanced Earned Value Management & Cost Estimating (24 hours)
PPM-304: Advanced Leadership (16 hours)

CON 100: Shaping Smart Business Arrangements

Personnel newly assigned to the contracting specialty will obtain a broad, comprehensive understanding of the environment in which they will serve. Participants will develop professional skills for making business decisions and advising other acquisition team members toward success in meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, participants will primarily learn about the different mission areas with the types of business alternatives that may be selected for each. Knowledge management and information systems, as well as recent acquisition initiatives, will be introduced. Participation in small group simulation exercises will prepare participants to provide contracting support within the overarching business relationships of government and industry and the political roles and relationships required.

October 24th – 27th, 2011	CMS – Room LB-16-23	Federal Market Group
November 29th – December 2nd, 2011	HHSU – Classroom B	ESI

CON 110: Mission Support Planning

CON 110: Mission Support Planning is an intensive, 5-day introduction to government contracting; giving students the information they need to understand procurement from start to finish—from contract formation to contract completion. Students will analyze key issues fully and receive a clear understanding of their practical application to everyday job responsibilities. Students will learn how federal contracting really works, how to find solutions to common problems, how to understand the content of key contract documents, and how the FAR works. In addition, students will receive a free copy of the FAR for future reference. All of this will be accomplished through dynamic lectures, case studies, and interactive exercises.

October 24th - 28^{th,} 2011	HHSU - Classroom B	ESI
October 28th – November 3^{rd,} 2011	CMS – Room LB-16-23	Federal Market Group

CON 111: Mission Strategy Execution

Through lectures and comprehensive case studies, this hands-on course will provide students with a number of major benefits, including a solid understanding of what the rules mean and skill training on the principles and processes of sound business decision analysis and decision making. In addition to being of enormous value to government personnel, this course offers industry professionals a wealth of insights into the source selection process and the tools to use those insights to develop effective, winning proposals.

November 4th - 10th, 2011	CMS – Room LB-16-23	Federal Market Group
November 14th - 18th, 2011	HHSU - Classroom B	ESI

CON 112: Mission Performance Assessment

In this highly practical course, participants will address all aspects of effective contract administration from the initial award to the final closeout. A contract is only as strong and successful as its administration; therefore, this course focuses on the successful administration of contracts: problem avoidance, day-to-day operating practices, performance monitoring systems, payment, contract modifications, working relationships, and early detection and correction of nonperformance. Participants will learn the proven practices for getting a solid start on contracts, keeping them on track, and handling every problem that arises.

December 12th –16th, 2011	HHSU - Room B	ESI
December 14th – December 20th, 2011	CMS/EDC – Room B-310	Federal Market Group

CON 120: Mission Focused Contracting

This course is a comprehensive, hands-on study of the entire acquisition process. Through the use of an integrated case study, this class takes the student from the initial meeting with a customer to contract completion and closeout. This course builds on the knowledge and skills acquired in CON 110, 111, and 112 by giving students an opportunity to apply what they've learned. It is designed for Level 1 students, and emphasizes making informed decisions, problem-solving, and negotiations in support of the customer's mission.

Date	Location	Vendor
Jan. 23rd – Feb. 3rd, 2012	HHSU - Room A	Northwest Procurement
February 6th – 17th, 2012	CMS/EDC – Room B-311/312	Federal Market Group

CON 214: Business Decisions for Contracting

In this course, participants will build upon their learning from Level I Contracting courses and their on-the-job experiences to gain the knowledge and skills essential in making sound pre-award business decisions. While the course focuses on these important decisions, it goes beyond the pre-award phase of government contracting to address the ramifications of pre-award decisions on the award and post-award phases. Through the course's dynamic lectures and interactive exercises, participants will gain insight into the techniques used for building successful business relationships, conducting source selections, and determining contractor responsibility. They also will explore the benefits of strategic sourcing and spend analysis, the various methods of providing contract financing, and subcontracting plan considerations.

Date	Location	Vendor
February 6th - 9^{th,} 2012	HHS/Cohen - Room 505-A	ESI

CON 215 Intermediate Contracting for Mission Support

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and taken CON 214 - Business Decisions for Contracting. This is a capstone course presented as a case study in which students demonstrate their ability to develop and execute business strategies to meet customer requirements. During this course students will work on developing critical thinking skills, analyzing customer needs, developing procurement strategies, and enhancing source selection skills required for successful contract performance.

Date	Location	Vendor
Feb. 27th – March 9th, 2012	HHSU - Room A	Northwest Procurement

CON 216: Legal Considerations in Contracting

Legal Considerations in Government Contracting (CON 216) introduces the legal foundations and sources of law relevant to the procurement process, including authority and ethics. It addresses various legal issues that may develop during the phases of a contract such as protests, subcontracting considerations, inspection and acceptance issues, fraud, and contract termination. Case studies based on federal court and boards of contract appeals decisions are incorporated throughout the course to reinforce the foundations of government contact law. In this course, participants will build upon their learning from Level I contracting courses and on-the-job experiences to gain the legal knowledge essential in making sound government contracting decisions.

Date	Location	Vendor
March, 12th –15th, 2012	HHS/Cohen - Room 505-A	ESI

CON 217: Cost Analysis & Negotiations Techniques

Cost Analysis and Negotiation Techniques introduces the techniques needed to analyze cost proposals to establish pre-negotiation objectives for the various elements of cost contained in proposals. Through an integrated case study, participants will demonstrate (using computer tools and software) their ability to calculate a cost objective, price/cost objective, and determine their pre-negotiation position based on their calculations.

Date	Location	Vendor
March, 19th – 23rd, 2012	HHSU – Room A	ESI

CON 218: Advanced Contracting for Mission Support

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and CON 214, CON 215, CON 216 and CON 217. This is a capstone course where the students participate in practical exercises involving acquisition planning; cost analysis; negotiation, award and administration of a sole-source research and development contract; and acquisition planning, source selection, award and administration of a competitive production contract. Students will demonstrate their ability to negotiate fair and reasonable prices and to consider the legal implications of various contract situations. The course helps students to develop critical thinking, costs analysis, negotiation and contract administration skills necessary for successful contract performance.

Date	Location	Vendor
April 16th - April 27th, 2012	HHSU - Room A	Northwest Procurement

Federal Acquisition Regulation (FAR) Boot Camp

The FAR Boot Camp is a four-and-one half day course that teaches attendees how to research, read, interpret, and apply the Federal Acquisition Regulation. There are no prerequisites. There are no lectures or slide shows. Attendees learn the FAR by working through exercises and problems, which become more complex and difficult as the week progresses. Each attendee receives a copy of the FAR and *The Government Contracts Reference Book*. The first day of class is devoted to Familiarization and Search-and-Find exercises. The second day is devoted to Search-and-Answer exercises. The next two days are devoted to Search-and-Solve problems. The second, third, and fourth days begin with a review quiz. During the third and fourth days the attendees work in small groups and must make simulated business meeting presentations of their findings, arguing syllogistically. The final day consists of a three hour written examination, which enables each attendee to assess the amount of progress that he or she has made and to identify the need for further study.

Date	Location	Vendor
December 12th – 16th, 2011	GSA – Room 501	The FAR Bootcamp

COR Refresher Training (Level I)

This course will focus on updates of recent initiatives that affect COTRs including practical guidance on implementing them; COTR core responsibilities and how to effectively manage contract performance; and address procurement ethics, common ethical problems, and recommended responses by COTRs

Dates	Locations	Vendors
October 24, 2011	GSA – Room 1101	Houseman & Associates
October 25, 2011	GSA – Room 501	Houseman & Associates

COR Recertification Training (Level II)

This course covers a COTR's responsibilities for guiding acquisitions from initial planning efforts and requirement determination through source selection, contract management, and final payment. It discusses applicable principles, policies, and procedures to achieve the agency's mission through contracting.

Dates	Locations	Vendor
October 17th – 21st, 2011	TAI – Room 725-B	Houseman & Associates
December 12th – 16th, 2011	HHS/Cohen - Room 505-A	Houseman & Associates

Senior Level COR Training for Information Technology Professionals (Level III)

As Senior IT CORs, responsible for managing Contractor Performance, there are three key elements to achieve success – excellent project oversight, sound performance measurements and assertive communication to keep the project/contract on track. This two-week boot camp will provide senior IT CORs with critical insights on program management artifacts, performance management processes and key interpersonal skills to assist in the management of a large federal program.

Dates	Location	Vendor
December 5th – 16th, 2011	TAI – Room 725-B	Learning Tree International
February 6th – 17th, 2011	HHS/Cohen - Room 505-A	Learning Tree International

PPM-301: Advanced Program/Project Management

Designed for Senior/Expert Level FAC-P/PM students, this course addresses how to identify "troubled" projects, as well as steps to take to rehabilitate them before they become "failed" projects. Exercises are included to allow the students to practice the skills that they are developing throughout the course. This course will also provide the participants with an assessment tool which they will use to evaluate their organization's overall acquisition system performance in accordance with OMB A-123. Finally, students will make a presentation describing the actions they intend to take when they return to work to implement the lessons they learned during the class.

Dates	**Locations**	**Vendors**
Information Technology: October 17th – 21st, 2011	TAI – Room 110	FAC Academy
Advanced Research & Development: November 7th – 10th, 2011	HHSU – Room C	FAC Academy
Construction: November 14th – 16th, 2011	HHSU – Room C	FAC Academy

PPM-302: Advanced Acquisition Management

Designed for Senior/Expert Level FAC-P/PM students, this course addresses the supervision, leadership, and management of the acquisition of supplies and services, construction, and research and development, including the following concepts: acquisition planning (including performance-based considerations); cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration, including termination options, if necessary. Special emphasis in this class is on the "when" "why" and "how" of establishing collaborative relationships between a buyer and a seller. The course also introduces and explains, in depth, the nine things that must be done "right" to have a successful contracting process. Exercises and an integrated case study are included to allow the students to practice the skills that they are developing throughout the course.

Dates	**Locations**	**Vendors**
Information Technology: November 28th – 30th, 2011	TAI – Room 110	FAC Academy
Advanced Research & Development: December 5th – 7th, 2011	HHSU – Room C	FAC Academy
Construction: January 23rd – 25th, 2012	HHSU – Room C	FAC Academy

PPM-303: Advanced Earned Value Management and Cost Estimating

Designed for Senior/Expert Level FAC-P/PM students, this course prepares the participant to supervise, or improves the participant's proficiency in supervising, the functions required by the Competency known as Business, Cost Estimating, and Financial Management.   Emphasis is on the performance challenges that a participant will encounter in his or her day-to-day job. Specific topics addressed include the following activities: cost estimating and cost analysis; formulating financial programs and budgets; benefit/cost analysis and other decision-making tools; total ownership cost, overseeing and interpreting data from an Earned Value Management System (EVMS) and other methods of performance measurement; and knowledge of the rules of budget execution.

Dates	**Locations**	**Vendors**
Information Technology: December 12th – 14th, 2011	TAI – Room 726-A	FAC Academy
Advanced Research & Development: January 9th – 11th, 2012	HHSU – Room B	FAC Academy
Construction: February 6th – 8th, 2012	HHSU – Room C	FAC Academy

PPM-304: Advanced Leadership

Designed for Senior/Expert Level FAC-P/PM students, this course provides a framework for the participants to respond to the challenges facing them and their organizations in new, more innovative, and more productive ways. The specific topics of strategic thinking, external awareness, entrepreneurship, and vision will be addressed. Exercises will be used to emphasize the importance of other essential leadership skills including: teamwork, collaboration, and communication; personality types and preferences; negotiation skills; and organizational and team structures for optimum performance.

Dates	**Locations**	**Vendors**
Information Technology: December 15th – 16th, 2011	TAI – Room 726-A	FAC Academy
Advanced Research & Development: January 12th – 13th, 2012	HHSU – Room B	FAC Academy
Construction: February 9th – 10th, 2012	HHSU – Room C	FAC Academy

FY 2012 Monthly Training Schedule

Start Date	End Date	Course Title	Location
		October 2011	
10/17/2011	10/20/2011	I.T.: FAC-P/PM Level III Advanced Program Management	Oxon Hill MD
10/17/2011	10/21/2011	COR Recertification Training (Level II CORs)	Oxon Hill MD
10/24/2011	10/24/2011	COR Refresher Training (Level I CORs)	GSA, NE WDC
10/24/2011	10/27/2011	CON 100: Shaping Smart Business Arrangements	CMS Baltimore
10/24/2011	10/28/2011	CON 110: Mission Support Planning	Rockville MD
10/25/2011	10/25/2011	COR Refresher Training (Level I CORs)	GSA, NE WDC
10/28/2011	11/03/2011	CON 110: Mission Support Planning	CMS Baltimore
		November 2011	
11/04/2011	11/10/2011	CON 111: Mission Strategy Execution	CMS Baltimore
11/07/2011	11/10/2011	R&D: FAC-P/PM Level III Advanced Program Management	Rockville MD
11/14/2011	11/16/2011	Construction: FAC-P/PM Level III Advanced Program Management	Rockville MD
11/14/2011	11/18/2011	CON 111: Mission Strategy Execution	Rockville MD
11/28/2011	11/30/2011	I.T.: FAC-P/PM Level III Advanced Acquisition Management	Oxon Hill MD
11/29/2011	12/02/2011	CON 100: Shaping Smart Business Arrangements	Rockville MD
		December 2011	
12/05/2011	12/07/2011	R&D: FAC-P/PM Level III Advanced Acquisition Management	Rockville MD
12/05/2011	12/16/2011	Senior COR Training for Information Technology Professionals (Level III CORs)	Oxon Hill MD
12/12/2011	12/14/2011	I.T.: FAC-P/PM Level III Advanced Earned Value Management	Oxon Hill MD
12/12/2011	12/16/2011	COR Recertification Training (Level II CORs)	HHS, SW WDC
12/12/2011	12/16/2011	CON 112: Mission Performance Assessment	Rockville MD
12/12/2011	12/16/2011	Federal Acquisition Regulation (FAR) Boot Camp	GSA, NE WDC
12/14/2011	12/20/2011	CON 112: Mission Performance Assessment	CMS Baltimore
12/15/2011	12/16/2011	I.T.: FAC-P/PM Level III Advanced Leadership	Oxon Hill MD
		January 2012	
01/09/2012	01/11/2012	R&D: FAC-P/PM Level III Advanced Earned Value Management	Rockville MD
01/12/2012	01/13/2012	R&D: FAC-P/PM Level III Advanced Leadership	Rockville MD
01/23/2012	01/25/2012	Construction: FAC-P/PM Level III Advanced Acquisition Management	Rockville MD
01/23/2012	02/03/2012	CON 120: Mission Focused Contracting	Rockville MD
		February 2012	
02/06/2012	02/08/2012	Construction: FAC-P/PM Level III Advanced Earned Value Management	Rockville MD
02/06/2012	02/09/2013	CON 214: Business Decision for Contracting	HHS, SW WDC
02/09/2012	02/10/2012	Construction: FAC-P/PM Level III Advanced Leadership	Rockville MD
02/06/2012	02/17/2012	CON 120: Mission Focused Contracting	CMS Baltimore
02/06/2011	02/17/2011	Senior COR Training for Information Technology Professionals (Level III CORs)	Rockville MD
02/27/2012	03/09/2012	CON 215: Intermediate Contracting for Mission Support	Rockville MD
		March 2012	
03/12/2012	03/15/2012	CON 216: Legal Considerations in Contracting	HHS, SW WDC
03/19/2012	03/23/2012	CON 217: Cost Analysis and Negotiation Techniques	Rockville MD
		April 2012	
04/16/2012	04/27/2012	CON 218: Advanced Contracting for Mission Support	Rockville MD